

**UNITED STATES PROBATION OFFICE
DISTRICT OF RHODE ISLAND**

VACANCY ANNOUNCEMENT

POSITION TITLE: Budget and Personnel Manager
LOCATION OF POSITION: Providence, Rhode Island
SALARY RANGE: \$39,514 (CL 27/1) to \$77,036 (CL 28/61)
GRADE RANGE: CPS 27/28
Salary and grade range commensurate with qualifications and experience

OPENS: November 24, 2003 CLOSES: January 2, 2004

STARTING DATE: To be determined

Position Overview:

This position is located in the Probation Office of the U.S. District Court located in Providence. The mission of the agency is to investigate and supervise individuals arrested and/or convicted of federal crimes. Unlike many federal agencies, the U.S. Probation Office is not centralized. Local administration is in the hands of the chief probation officer who does his own hiring, manages his own budget and retains considerable autonomy to run the office with the support of the Judicial Conference of the United States presided over by the Chief Justice of the U.S. Supreme Court and the Administrative Office of the U.S. Courts.

The incumbent manages the budget and personnel programs for this 22-person office. In addition, the incumbent acts as a resource to management interpreting and carrying out national policies, as well as supervising the work of an assistant in budget matters. Position involves analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. It requires the application of theoretical and practical knowledge of budget and human resources fields.

Representative Duties:

Manages and oversees the technical aspects of the unit's budgetary functions through day-to-day operation of an automated spending and procurement system. Develops budget estimates to fund all operating costs of the court unit. Assists in the preparation of justification for each object class and prepares the overall budget summary justification.

Develops and monitors spending plans. Prepares justifications for supplemental requests of additional allotments and appeals, when appropriate.

Prepares recurring reports of obligations and expenditures for the Chief Probation Officer and Budget Division. Processes bills and invoices for payment to vendors and contractors.

Develops local policy and procedures for office administration. Reviews, researches, develops and recommends personnel policies. Advises the Chief Probation Officer and management on personnel matters, acting as a consultant on technical matters. Researches and advises all unit personnel regarding benefits. Responsible for maintaining personnel records, including payroll and leave records. Responsible for processing personnel and payroll actions. Updates and develops new job descriptions.

Performs administrative support to Chief Probation Officer.

Minimum Requirements:

Experience and/or college degree that is in, or closely related to, at least one but preferably two or more of the functional areas of financial management and administration (budgeting, accounting, auditing, financial reporting, etc.) that provides a knowledge of the rules, regulations, terminology, etc. of the area of financial administration. Ability to communicate effectively both orally and in writing. Knowledge of human resources management procedures helpful.

Benefits:

Employees of the Probation Office are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Court employees are entitled to the same benefits as other Federal Government employees such as: Paid vacation (based on years of service), paid sick leave, ten paid holidays per year, retirement benefits including optional participation in a 401(k) plan, government-sponsored health benefits, life insurance, and long-term care insurance. This position is subject to mandatory Electronic Fund Transfer Program participation (direct deposit).

Information for Applicants:

The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement. Applicant will be subject to a criminal record and credit check as well as a personal history background investigation prior to a final job offer.

To apply, submit a detailed resume and cover letter to:

CONFIDENTIAL

Chief U.S. Probation Officer
36 Exchange Terrace
Providence, RI 02903